



Verification	Originator	Approved	Issued
Initials	MAJ	ST	ST
Date	12/10/14	12/15/2014	12/15/2014

Title: COFL-FF-ED-4.4.6-4 (F) Contractor Management Environment Manual

Person(s) responsible:	Program Manager	
Area of application:	Fleet Fenceline	
Document location:	www.fortlauderdale.gov/ESMS	
Revisions		
Rev. No.	Date	Description
001	3/13/15	Changed Contract Administrator references to Contract Administrator
002	10/13/15	Corrected Wastewater facility manager to Regional Wastewater Facility Manager. Added "or approved equivalent" in spill form section (6.7).

Requirements

- 1.0 Introduction
- 2.0 General Environmental Management Procedures
- 3.0 Waste Disposal
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11.0 CFCs

12.0 Contractor Environmental Activity Review

APP City of Fort Lauderdale Environmental Policy

1.0 Introduction

- 1.1 The following information is supplied to contractors and suppliers who perform work at the Fleet Fenceline for City of Fort Lauderdale. The information presented in these guidelines has been developed in response to the Environmental Sustainability Management System (ESMS). The intent of this information is to make contractors and suppliers aware of the ESMS and to ensure conformance to applicable ESMS procedures and work instructions.
- 1.2 An important part of the ESMS relates to the control of contractors, subcontractors and persons working for or on behalf of the City of Fort Lauderdale who are required to comply with relevant environmental policies and procedures. The nature of these activities is such that their personnel have significant potential to affect environmental performance and regulatory compliance within the City of Fort Lauderdale. Contractor personnel and our personnel therefore must work together to achieve the goals of the environmental policy, objectives and targets and the protection of the environment. Contractors must be aware of the importance of compliance with relevant environmental legislation and regulations, and of the consequences of non-compliance.
- 1.3 The City of Fort Lauderdale operates an ESMS that meets the requirements of the ISO 14001:2004 standard. Conformance with the environmental policy and requirements noted in this document is expected of contractors, subcontractors, suppliers and their employees while working on site. Failure to follow these requirements can be grounds for termination of the on-site contract work.
- 1.4 For further information, please contact the City of Fort Lauderdale, Program Manager at 954-828-5781.

2.0 General Environmental Management Procedures

- 2.1 Contractors will not transport hazardous chemicals on site without having prior knowledge of the associated Safety Data Sheets (SDS). These materials include but are not limited to sealers, adhesives, paints, coatings, fuels, oils, acids and caustics. Containers require review and approval before their use on site.
- 2.2 Contractors will provide adequate control of fugitive dust emissions during operations and activities.



- 2.3 Contractors will not discharge anything to drains and or sewers without the prior approval of the City of Fort Lauderdale **Regional Wastewater Facility Manager** or designee.
- 2.4 Contractors will provide adequate spill/release prevention for bulk materials.
- 2.5 Contractors will immediately notify the City of Fort Lauderdale – **Contract Administrator** of any reportable spills, releases or other environmental incidents. Contractors will follow up by submitting a completed Tracking of Spills and Releases form.
- 2.6 Contractors will properly label, store and dispose of waste materials.
- 2.7 Contractors will be sensitive to the effects of noise, odor, light and traffic movement to the local community.
- 2.8 Contractors shall practice good housekeeping. Removal of trash, etc. generated by the contractor's activities or the activities of its employees is the contractor's responsibility.
- 2.9 Contractors are responsible for keeping the site clean and orderly.
- 2.10 Contractors will not engage in any excavation activities on site without the prior approval of the City of Fort Lauderdale – **Contract Administrator**.

3.0 Waste Disposal

- 3.1 Waste disposal (i.e. construction debris, scrap metal, non-hazardous waste, municipal solid waste, etc.) will be the responsibility of the contractor, the originator of the waste, unless otherwise pre-approved.
- 3.2 The City of Fort Lauderdale - **Contract Administrator** must be informed of generated hazardous waste streams before a waste is generated and collected on site.
- 3.3 The City of Fort Lauderdale - **Contract Administrator** must be informed of the location of generated hazardous waste storage areas, maximum quantities and the container type.
- 3.4 Containers must be labeled with their contents and the responsible contractor's name and contact information. NO UNLABELED CONTAINERS ARE PERMITTED ON SITE.
- 3.5 Shipping information and paperwork (SDS, Waste Profiles, Bills of Lading and inventory) must be provided upon request.
- 3.6 Contractors will be contractually responsible for regulated wastes.

4.0 Equipment Decommissioning

- 4.1 Equipment will be thoroughly inspected by the contractor for fluids and other hazardous materials prior to removal.
- 4.2 Fluids and other hazardous materials in the equipment will be removed prior to decommissioning and disposal of any waste generated will be handled in accordance with the above instructions in 3.0.



5.0 Water Discharges

- 5.1 Discharge of materials to ANY sewer system, other than sanitary sewage, is prohibited without the prior consent of the City of Fort Lauderdale - **Regional Wastewater Facility Manager** or designee.
- 5.2 Discharges of ANY material to outside drains other than storm water are prohibited under the established guidelines of the CLEAN WATER ACT.
- 5.3 In the event that the City of Fort Lauderdale -) **Regional Wastewater Facility Manager** or designee approves discharges to sewers, the wastewater treatment plant must still be notified prior to discharges of any significant volume or any discharges that could affect the operations of the wastewater treatment plant.

6.0 Material Storage / Spills

- 6.1 There will be no outside storage of any materials without the consent of the City of Fort Lauderdale - **Contract Administrator**.
- 6.2 Approved outside storage areas for chemical materials must be equipped with **non-earthen** secondary containment equal to 150% of the capacity of the largest container by the contractor.
- 6.3 The contractor will ensure that material containers owned or managed by the contractor will be properly labeled in accordance with the OSHA HAZARD COMMUNICATION STANDARD (i.e., contents, primary hazard).
- 6.4 The contractor will have available the safety data sheets (SDS) for chemical products in use at all times that their employees are working on site. SDS's will be made available to personnel, medical personnel, environmental personnel or their representatives upon request.
- 6.5 The contractor will ensure that chemical containers are closed except when in use.
- 6.6 Contractors will maintain spill kits to contain and clean up small spills generated by their employees or from their materials. Spill kits will be kept on site and will be easily accessible during an emergency.
- 6.7 THE CONTRACTOR WILL IMMEDIATELY REPORT ALL SPILLS OR RELEASES OF MATERIALS OTHER THAN INCIDENTAL SPILLS to the City of Fort Lauderdale, **Public Works Department Customer Service** (954) 828-8000. Contractors will follow up by submitting a completed Tracking of Spills and Releases form or approved equivalent.

7.0 Storm Water Management

- 7.1 No process materials or any other sources of water pollutant shall be co-mingled with storm water.
- 7.2 Solids must be prevented from entering sewer drains. Roadways and outside areas must be kept clean.



- 7.3 It is the contractor's responsibility to install storm water control measures such as silt fences, straw bales, etc. to control the solids entering storm drains from erosion or other processes if necessary.
- 7.4 Dirt piles must be covered to prevent solids from entering storm drains unless otherwise directed.
- 7.5 Vehicle maintenance shall not be performed near storm drains unless provisions have been made to contain any spills of vehicle fluids, including oil, gasoline and antifreeze.
- 7.6 In the event that a storm water management plan is required (i.e. greater than 1 acre of land is disturbed), the plan will be submitted to the City of Fort Lauderdale - **Contract Administrator** for approval.

8.0 PCBs

- 8.1 If a material is suspected to have Polychlorinated biphenyls (PCB) contamination, the City of Fort Lauderdale - **Contract Administrator** is to be notified.
- 8.2 PCB removals shall be coordinated by the City of Fort Lauderdale - **Contract Administrator**.
- 8.3 Any lighting ballast that does not state that it is a non-PCB containing ballast must be disposed of as PCB containing.

9.0 Asbestos

- 9.1 Contractors will contact the City of Fort Lauderdale - **Contract Administrator** prior to any construction or demolition work that could disturb existing structures or equipment.
- 9.2 Asbestos removal and disposal activities will be conducted in accordance with procedures approved by the City of Fort Lauderdale - **Contract Administrator**.

10.0 Lead

- 10.1 Contractors are responsible for testing for the presence of lead-based paints when grinding or welding on building or building structural steel. Testing will be done by an approved lab as directed by the City of Fort Lauderdale - **Contract Administrator**.
- 10.2 Lead removal and disposal activities will be conducted in accordance with procedures approved by the City of Fort Lauderdale - **Contract Administrator**.

11.0 CFCs

- 11.1 Contractors will provide copies of employee training certificates to the City of Fort Lauderdale - **Contract Administrator** upon request.
- 11.2 Intentional venting of CFCs to the atmosphere is prohibited.

12.0 Contractor / Supplier Environmental Review

- 12.1 Upon request, contractors are to submit the following form which contains written information outlining their activities and procedures for minimizing and managing the actual or potential environmental impacts of their operations. This must include an assessment of the potential risks to the environment, contractors, employees and other



personnel associated with on-site activities and proposed measures for minimizing these risks.

This form must be completed, signed and returned before the contracted work commences.

The following information is to be filled out by the Contractor/Supplier (Please Print)

Contact Person: _____ Date: _____

Company Name: _____

Activities or Work Description:

City of Fort Lauderdale site: _____

Briefly describe the activities or work to be undertaken by your company at the (City of Fort Lauderdale) site.

Air Emissions:

Will the activities or work you perform produce or cause the release of any air emissions? YES or NO

If YES, list the air emissions and the method for preventing impact to the environment.

Water Discharges:

Will the activities or work you perform produce or cause the release of any wastewater? YES or NO

If YES, how will the wastewater be handled?

**Materials:**

What materials (chemicals, oils, etc.) and/or equipment will you be handling or bringing on site to perform the contracted work?

Training:

Your employees should be trained on the proper handling of materials and equipment, and the proper response to incidents involving these materials. Describe the training that your employees receive.

Waste Generation:

Will the activities or work you perform result in the generation of any wastes? YES or NO

If YES, list the amounts and the types of wastes expected and the proposed disposal method.

Are any waste generated to be recycled? YES or NO

If YES, list the recyclables, where and how they will be recycled.

Energy:

Will the activities or work consume energy? YES or NO
(Electricity, compressed air, natural gas, steam, etc.)

If YES, explain what type of energy will be consumed, and how you will minimize consumption.

**Other:**

Are there any other ways in which your activities will affect or protect the environment? YES or NO

If YES, please describe below.

Information:

Company Name: _____

Contact: First Name: _____ Last Name: _____ Title: _____

Address: _____ City: _____ State: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact: _____ Sec. Phone: _____

Environmental Agreement

Contractor and subcontractors will abide by environmental regulations and policies whenever on the property. Contractor will train personnel contracting on the property. Sign-in sheets will be maintained as evidence that environmental training has been conducted and will be made available upon request. The City of Fort Lauderdale - **Contract Administrator** will communicate applicable changes of the Environmental Sustainability Management System to contractor. Retraining of affected individuals will be conducted, as appropriate.

*For questions or additional information contact the City of Fort Lauderdale, **Program Manager** (954)828-5781.*

Print Name: _____ Title: _____

Signature: _____ Date: _____



To be completed by the City of Fort Lauderdale – Contract Administrator prior to the contracted work or service.

City Contract Administrator Review and Approval

A review of the above-submitted document has been found to be:

COMPLETE – approved, no further action is needed.

INCOMPLETE – a response must be received by: _____

City Contract Administrator Name: _____

City Contract Administrator Signature: _____

Phone: _____

E-mail: _____

Date: _____